

# Sign-In Procedure and survey access on the new GLOBE Web site

# **For Partner Administrative Tasks**

#### STEP 1:

Go to www.globe.gov.

#### STEP 2:

Choose 'Sign In' in the upper right corner of the page.

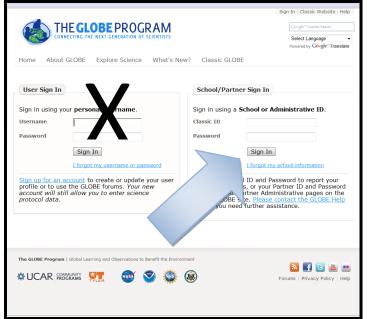


Click 'Sign In' Here

### STEP 3:

From the Sign In page enter your (Country Coordinator or Partner) ID and your password in the fields on the right.

Please make sure you use ALL CAPITAL LETTERS in the ID box and enter password exactly the way you have set it up, leaving no spaces before or after the ID and password.



Enter ID & PW Here

#### STEP 4:

Select the 'Sign In' button.

## STEP 5:

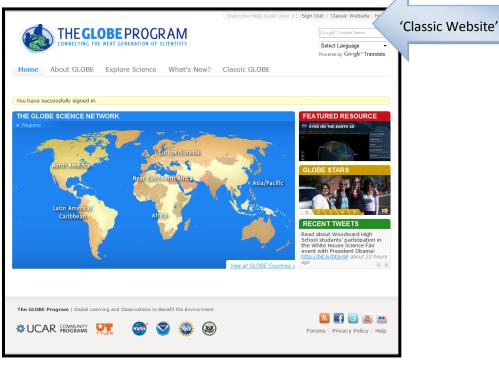
Confirm you have been signed in by checking the 'Welcome' message in the upper right corner and the message in the yellow bar.

Please note: When you are ready to close your GLOBE session, please use the 'Sign Out' link located next to the 'Welcome' message.



#### STEP 6:

In order to complete
Partner administrative
tasks, such as the
Annual Survey, please
continue to use the
'Classic Website' by
using the link in the upper
right corner of the page.



# **STEP 7:**

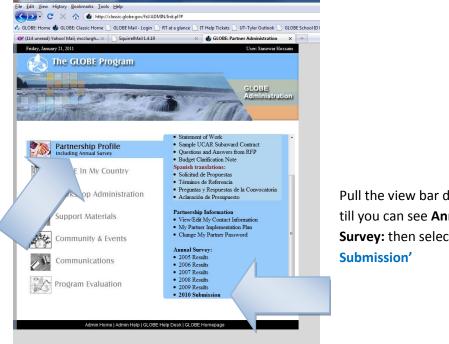
To access your survey, go to:

'For Partners' - -> 'Administration'



# STEP 8:

Select 'Partnership Profile'



Pull the view bar down till you can see Annual Survey: then select '2010